

## BESCA GUIDE TO RECORDING CPD ONLINE



To record your CPD as required by the BESCA CPS CPD Policy, [login](#) to the BESCA Portal and follow the instructions below.

If you have any difficulty, contact the team on 0800 652 5533.

Select 'CPD' under the Employees section of the online portal

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**Info**

BESCA's Terms of Registration require accredited certifiers to be able to demonstrate, when requested, their commitment to developing competence and Continuing Professional Development.

Evidence will be required to maintain accredited certifier status, failure to provide this may result in accreditation being revoked.

As an approved BESCA Accredited Certifier it is a scheme requirement that they carry out each year a minimum of 21 hours Continuous Professional Development.

**Suggested CPD Activities may include combinations of the following:**

- Undertaking formal coursework relevant to the accredited person's area of practice (postgraduate education, other coursework, programs, certificates)
- Attending relevant technical conferences, meetings, seminars, workshops and site visits that can be shown to add value to the accredited person's practice
- Undertaking a structured program of job training within the employer's organisation or as a self guided program of relevant skills enhancement
- Private reading of publications relevant to the accredited person's practice and the demonstrated use of information gained
- Active participation in mentoring of other professionals and on relevant committees / meetings

**Search**

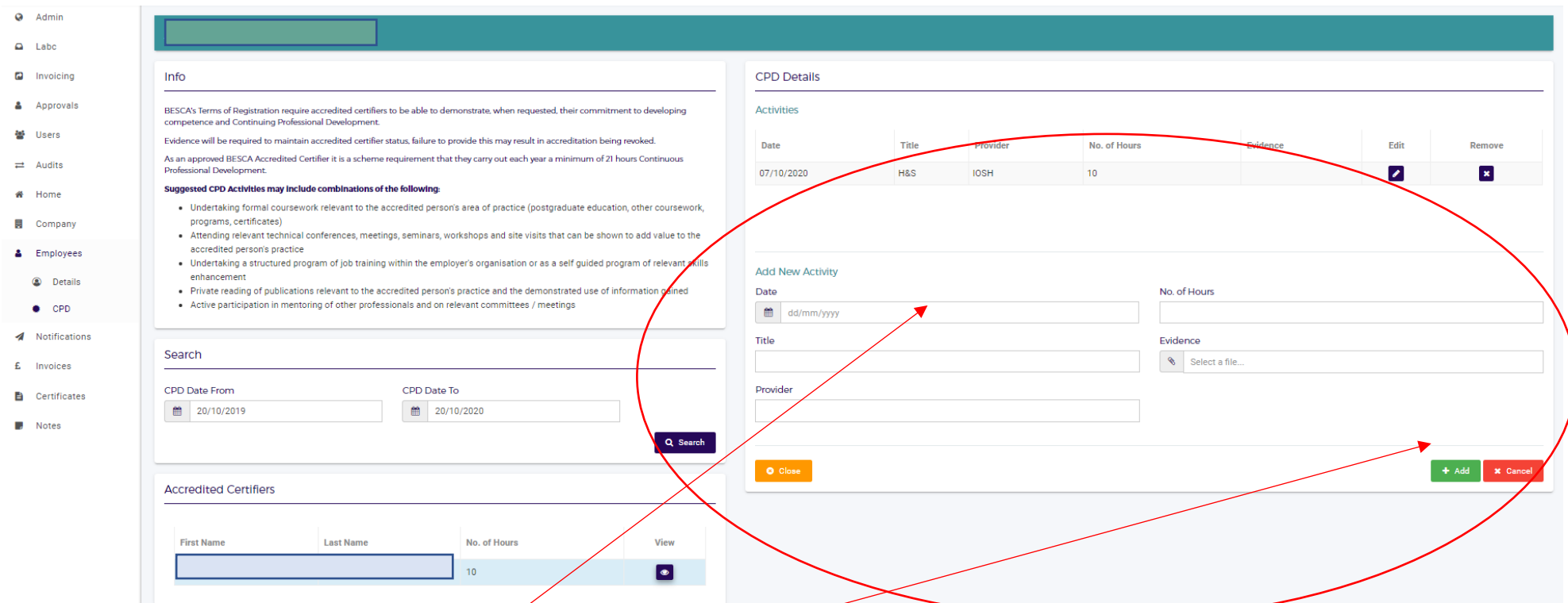
CPD Date From: 20/10/2019 CPD Date To: 20/10/2020 **Search**

**Accredited Certifiers**

First Name	Last Name	No. of Hours	View
		10	

Select 'View' to the relevant Accredited Certifier to add records of CPD

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The screenshot shows the BESCA CPD recording interface. A red circle highlights the 'CPD Details' section, which includes a table of activities and an 'Add New Activity' form. Red arrows point from the text below to the 'Date', 'No. of Hours', 'Title', 'Provider', and 'Add' buttons within this section.

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CPD Date From: 20/10/2019 CPD Date To: 20/10/2020

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**CPD Details**

**Activities**

Date	Title	Provider	No. of Hours	Evidence	Edit	Remove
07/10/2020	H&S	IOSH	10			

**Add New Activity**

Date: dd/mm/yyyy

Title:

Provider:

No. of Hours:

Evidence: Select a file...

**Close** **+ Add** **x Cancel**

Insert the details of the CPD achieved, including Date, Number of hours, title of CPD, who the provider was and where applicable, a copy of any certification gained.

Once you have entered the details, simply select the 'add' button.

You can edit and remove any CPD if required.

**ALL** Accredited certifiers **MUST** complete 21 hours of CPD prior to renewal.